

Community Emergency Plan

Broadclyst

Final public copy
Adopted by Council on 02/03/2015



Amendments

| Date | Page | Reason for Amendment | Changed By |
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Plan Distribution

| Organisation | Contact Details | Number Issued |
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Contents

| Section | | Page |
|----------------|--|------|
| | Amendments, Plan Distribution and Contents | 2 |
| | Glossary | 3 |
| 1.0 | Introduction | 5 |
| 1.4 | Community Emergency Response Team | 6 |
| 2.0 | Community Emergencies | 8 |
| 3.0 | Activation Procedures and Escalation | 9 |
| 4.0 | Command, Control and Communications | 10 |
| 5.0 | Community Emergency Actions | 11 |
| 6.0 | Flooding | 11 |
| 7.0 | Key Locations | 11 |
| 8.0 | Key Contacts | 13 |
| 9.0 | Recovery | 17 |
| Annex A | Emergency Actions Checklist | 18 |
| Annex B | Log Sheet | 19 |
| Annex C | Situation Report Template | 20 |

| | | |
|----------------|---------------------------------------|----|
| Annex D | BEPG Emergency Meeting Agenda | 21 |
| Annex E | Community Emergency Actions | 22 |
| Annex F | Flood Emergency Actions | 24 |
| Annex G | Vulnerable Residents and Properties | 25 |
| Annex H | Community Resources | 27 |
| Annex I | EAP Operating Instructions | 31 |
| Annex J | EAP Evacuee Registration Form | 34 |
| Annex K | Householders Self Help | 35 |
| Annex L | Risk Assessments: Weather and General | 38 |
| Annex M | Supplies and Expenditure Log | 43 |
| Annex N | Command and Control Map | 44 |
| Annex O | Other Maps | 45 |

Glossary

| Acronym/Term | Definition |
|-----------------------|---|
| BEPG | Broadclyst (Parish Council) Emergency Planning Group |
| Bronze Command | Operational Command |
| Bronze Command Centre | Multi-agency co-ordination centre (Evac. Briefing Centre) |
| CCA | Civil Contingencies Act (2004) |
| CEP | Community Emergency Plan |
| CERT | Community Emergency Response Team |
| DCC | Devon County Council |
| EA | Environment Agency |
| EAP | Evacuation Assembly Point |
| EDCC | East Devon District Council |
| Evac. | Evacuation |
| Flood Alert | Flooding is possible; be prepared |
| Flood Warning | Flooding is expected. Immediate action is required |
| Gold Command | Strategic Command |
| GR | Grid Reference |
| HLS | Helicopter Landing Site |
| ICP | Incident Control Point |
| LHA | Local Health Authority |

| | |
|-------------------------------|---------------------------------|
| Met Office Rain Alert: YELLOW | Be aware |
| Met Office Rain Alert: AMBER | Be prepared |
| Met Office Rain Alert RED | Take action |
| NDCC | North Devon County Council |
| NHS | National Health Service |
| Parish Shelter | See 'EAP' |
| RTC | Road Traffic Collision |
| SAR | Search and Rescue |
| Severe Flood Warning | Severe flooding. Danger to life |
| Silver Command | Tactical Command |

1.0 Introduction

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot wholly be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to day activities.¹

Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify potential hazards and make simple plans on how they could respond to them.²

This plan has been developed to provide resilience for the community in Broadclyst in the pre-event phase or early stages of an emergency. Broadclyst Parish Council Emergency Planning Group (BEPG) is responsible for undertaking the planning process and assisting in the implementation of the plan.

1.1 Aim

Due to the unknown nature of emergencies, the emergency services, local authorities and Councils may be overwhelmed resulting in a delayed response.

The aim of this plan is to increase resilience within the local community to flooding and other possible emergencies through developing a robust, pro-active and co-ordinated approach that compliments the plans of responding agencies.

It is designed to help the Parish to consider the immediate actions required during and in the immediate aftermath of an emergency in order to mitigate negative impacts on the community in the interim period before further assistance arrives.

1.2 Objectives

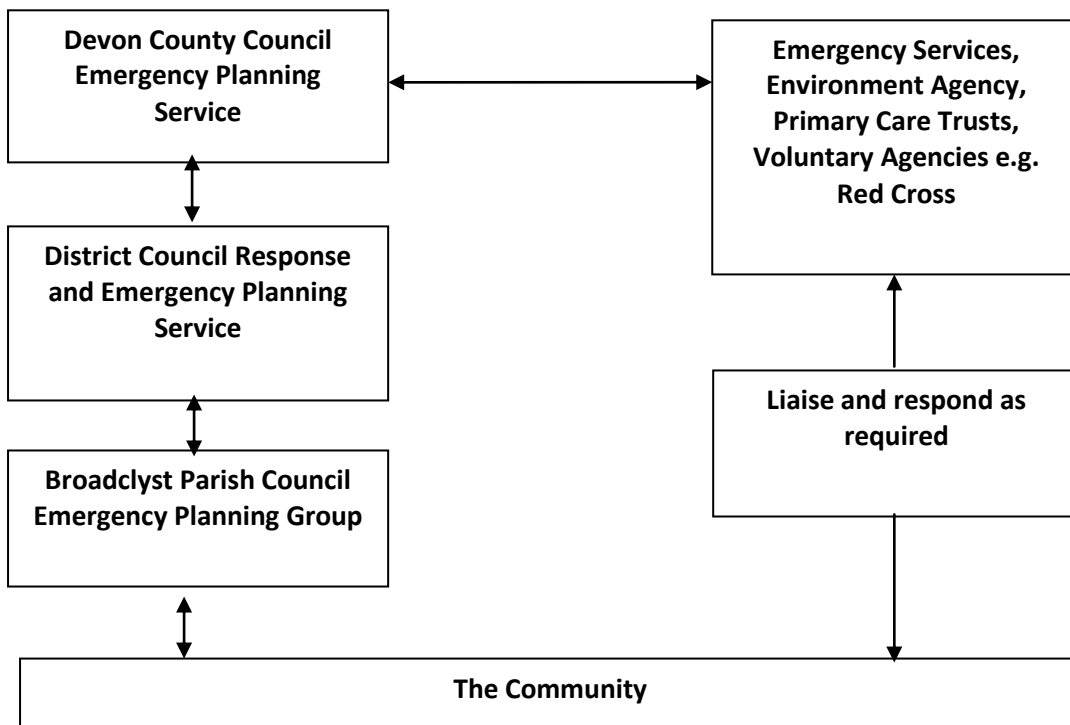
- Identify the risks most likely to impact the community
- Identify relevant steps to mitigate and respond to emergency situations
- Identify vulnerable locations and residents in the community
- Provide key contact details for the Emergency Services
- Document resources available for use in an emergency

1.3 Devon County Council Emergency Planning Structure

Devon County Council, East Devon District Council and the Emergency Services have an emergency response structure. The diagram below illustrates how Broadclyst Parish Council Emergency Plan would feed the high level structure,

¹ Reference to the Civil Contingencies Act 2004 and Section 137 of the Local Government Act 1972

² Section 137 of the Local Government Act 1972 provides Parish Councils with the power to do anything that will benefit the community where there is not other specific power covering the action



1.4 Community Emergency Response Team

In the absence of the emergency services, BEPG are prepared to co-ordinate and lead the community response and will act as a central point for information and communication for the community, emergency services, Devon County Council and East Devon District Council. At this point, they become known as the **Community Emergency Response Team (CERT)**.

The CERT is responsible for activating this plan, coordinating the community's response to an incident and keeping this plan up to date. A full review of this plan should be carried out annually to ensure that the contact numbers are still correct.

When issuing updated pages of this plan it is important to ensure the removed pages are returned as this will help confirm that all the plans are correctly updated.

All members of the CERT should,

- Reside in Broadclyst and have good local knowledge
- Provide assurance to the vulnerable in the community
- Communicate with the community and relevant agencies in times of emergency
- Maintain confidentiality where necessary³
- Keep a 'grab bag' containing the plan, appropriate clothing and equipment (Content listed in Annex H)

³ This plan should be distributed to only those who are required to be familiar with its content. The Data Protection Act 1998 should be adhered to as far as is reasonably practicable. Any information that might identify any individual must be recorded and stored with consent and once recorded should be stored securely.

- Ensure that two-way communications are maintained within the community, Devon County and East Devon District Councils and emergency services
- Maintain their own action log in the event of an emergency (Annex B)
- Act as co-ordinators in the absence of other members of the CERT
- Be responsible for distributing the Emergency Plan to the Parish Council

| Role | Name | Contact Number | Address |
|--------------|---------------|------------------------------|---|
| Co-ordinator | Henry Massey | 01392 466067 07779 614436 | Clystlands Broadclyst Station Exeter EX5 3LX |
| Deputy | Chris Pepper | 01392 460032 07879441556 | College Cottage Broadclyst Exeter EX5 3HX |
| Team Member | Sarah Vaughan | 01392 466808 07973639986 | 1 West Clyst Barnyard West Clyst Exeter EX1 3TR |
| Team Member | Henry Gent | 01392 469334 07974373554 | Mosshayne Farm Westclyst Exeter EX1 3TR |
| Team Member | Angie Hurren | 07532 286713 | 19 New Buildings Broadclyst Exeter |

In addition to the above listed, the role of the CERT Co-ordinator is to,

- Activate the CEP
- Report annually to the Community detailing if the plan has been activated and highlighting any changes to the CERT members
- Act as the main focal point for District and County Council and the emergency services, to ensure two-way communication is maintained
- Ensure that the appropriate authorities and individuals are notified
- Communicate important messages to the community
- Delegate specific roles to others within the CERT and wider community
- Activate resources as required

1.5 Specific Responsibilities

The Parish Council have delegated a number of internal tasks to ensure that all members of BEPG/CERT are engaged in the planning and response processes.

| Area of Responsibility | Responsible Person |
|---|-------------------------------|
| Provide Parish authority and decisions for actions and be a focal point for all reports | Chris Pepper and Henry Massey |
| Run the Incident Control point | Angie Hurren (Clerk) |
| Direct operations, coordinate acquisition and provision of resources | Chris Pepper |
| Assess on site resource requirements and provide feedback to Incident Control Point | Chris Pepper and Henry Massey |
| Emergency Services Liaison | Sarah Vaughan |
| Health and Safety (during an incident) | Henry Gent |

2.0 Community Emergencies

2.1 Risks, Effects and Description of Impacts

(see Annex L for Risk Assessments)

| Incident | Risks, Effects and description of Impact |
|---|--|
| <p>Flooding</p> <p>Flood risks in Broadclyst are fluvial, surface water flooding from highways and snowmelt</p> <p>The River Clyst enters Broadclyst from the North East and flows East to West through Broadclyst crossing the B3181 to the North of Broadclyst Community Primary School. The River then exits the village</p> <p>For flooding locations and vulnerable properties see Annex G</p> | <p>Fluvial: Prolonged rainfall may cause the River Clyst to overtop its banks onto the River Clyst Flood Plain. This may be anticipated by monitoring Flood Alerts for North Devon Rivers.</p> <p>Water levels for the Rivers Clyst, Culm and their tributaries can be viewed online at: http://apps.environment-agency.gov.uk/flood/34681.aspx?area=113WAFTW07</p> <p>Or dial 0345 988 1188, option 1, quick dial 04214</p> <p>Water levels on the River Clyst (only) can be viewed online at: http://apps.environment-agency.gov.uk/flood/34681.aspx?area=113FWF2G7A</p> <p>Or dial, 0345 988 1188, option 1, quick dial 162193</p> <p>Water levels at Ashclyst can be viewed online at: http://apps.environment-agency.gov.uk/river-and-sea-levels/120726.aspx?stationId=3249</p> <p>Surface water from highways:</p> <p>See Annex G for areas prone to surface water flooding from highways</p> <p>Snowmelt: Snowmelt can delay the arrival of water at the soil. Once it does reach the soil, water from snowmelt behaves as it would if it had come from rain - the water either infiltrates into the soil or it runs off (or both)</p> |

| | |
|--|---|
| <p>Heavy Snow</p> <p>There is an annual risk of light snow and an occasional risk of heavy snow. It may be forecast or not.</p> | <p>Occasional heavy snowfall may cause a disruption of traffic movement through the Parish and be the cause of minor and / or major vehicle accidents. It is only likely to last for a short time until snow ploughs clear main routes through and surrounding Broadclyst, B318 (Exeter-Cullompton Road)</p> <p>It could also cause physical injury to pedestrians on foot.</p> <p>In addition to this, there will be a larger impact on the more isolated areas of Broadclyst such as Westwood or other isolated farms in the Parish which would be cut off from local services.</p> <p><i>Care provider agencies operating in Broadclyst have their own contingency plans to get their staff to those for whom they care.</i></p> |
| <p>Severe Weather: High Winds</p> <p>This is most frequent in winter months,</p> | <p>Strong and destructive winds may cause damage to buildings, loss of electricity and fallen trees blocking roads or the River Clyst (potential flood consequence), risk of death or injury may result.</p> <p>Falling trees also pose a threat to both vehicles and pedestrians. Direct impact to households may include loss of power and structural exterior damage.</p> <p>Overhead power lines throughout Broadclyst are extremely vulnerable to strong weather and damage to these lines of communications and to private property are likely to occur.</p> |
| <p>Drought</p> <p>Low risk and infrequent</p> | <p>A likely impact might be potential major disruption involving restrictions/ introduction of standpipes.</p> |
| <p>Electricity or Water Failure</p> <p>The risk is generally localised and quickly resolved,</p> | <p>The loss of electricity or water to homes could result in the requirement to provide shelter and facilities to those affected, particularly during inclement weather.</p> |
| <p>Major Road Traffic Collision</p> <p>Incidents may occur more frequently during inclement weather,</p> | <p>An event on the B3181 (Exeter-Cullompton Road) resulting in the need to provide immediate shelter for casualties and survivors.</p> <p>B3181 is used as a diversion for accidents occurring on the M5, increased likelihood of RTCs</p> |
| <p>Disease/Pandemic</p> | <p>The community should be prepared to react to the outbreak of a pandemic disease. Any response will be under the guidance of the Local Health Authority. In the event of an outbreak, the CERT will meet and decide how to implement this.</p> |

3.0 Activation Procedures and Escalation

See Annex A for Emergency Actions Check List

See Annex B for Log Sheet

See Annex C for Situation Report

See Annex D for BEPG Emergency Meeting Agenda

A guideline activation procedure can be found in Annex A and details the procedure that should be followed following an emergency or serious incident.

This plan will be activated when an emergency has occurred and when it is clear that normal response times of the emergency services is expected to be of extended duration.

4.0 Command, Control and Communications

Key Locations see Section 7.0. All of these locations are suitably away from flood zones or other high-risk areas. The CEP will be run from the ICP by the CERT with assistance from Broadclyst Parish Council until the emergency services arrive.

Community Resources see Annex H

Once the Emergency Plan has been activated, command, control and coordination along with strong communications (also known as the 4 Cs) will be essential.

Situation Reports will be updated at regular intervals by the CERT in order to maintain up to date information. See Annex C for Situation Report template.

4.1 Communications

Providing accurate information is essential. Methods available will differ depending on the type of incident and therefore alternatives will be considered. The BEPG methods of communication are below,

| Method | Location (if applicable) | Contact / Responsibility | Additional Information |
|---|--|-------------------------------|------------------------|
| Written: Posters, Leaflets & other written communication | Parish Noticeboards Parish Council Website Post Office Church Victory Hall Primary School Clyst Vale Community College Delivered door-to-door | Angie Hurren Mollie Bolton | |
| Verbal: Telephone or physical | Community Briefings and Meetings Door-to-door Loudhailer | Helen Cutting | |

If landlines and mobile telephones fail during an emergency, the CERT will use hand held battery operated 2-way radios which will be contained in the 'Grab Bag'.

During some emergencies e.g. flooding or heavy snow, parts of the community may be isolated. Telephones, televisions and mains operated radios may be affected. Residents should reference to their Householders Self Help pack, found at Annex K. This will be distributed to all households in an emergency (hand delivered by BEPG Communications Lead). This pack contains information for residents in an emergency.

5.0 Community Emergency Actions

See Annex E

6.0 Flooding

6.1 Local Flood Warning Triggers

Local Flood Warning Triggers

i.e. when flood water reaches bottom of the bridge, sound siren or other action

Station Road: When floodwater reaches the road, Burrow Farm is inaccessible and the road is impassable. From the direction of Hayman's Farm.

When the three Fords on station road start to flow at road level, the road becomes impassable

Fields behind Clystlands flood, severe flooding is expected

When floodwater gets into the bottom of the school field, the road to the south of Burrow Farm will be about 4ft deep in water and impassable

Rain gauge at Mosshayne Farm reads 50mm in 48hrs – Henry Gent can be contacted for readings

6.2 Flood Emergency Actions

See Annex F

7.0 Key Locations

The community have identified their initial Incident Control Points (ICP) as follows:

Primary ICP(1) will be at: Broadclyst Primary School, School Lane, Broadclyst, EX5 3JG

Secondary ICP(2) will be at: Clyst Vale Community College, Dog Village, Broadclyst, EX5 3AJ

If ICP 1 is not accessible, ICP 2 should be elected, vice versa

Upon arrival of the emergency services, which may locate at a different ICP, the CERT Co-ordinator should make him/herself known to the emergency services and provide them with a copy of the CEP, and be available to provide local knowledge.

The Emergency Services may relocate the ICP to another location; upon relocation the CERT Co-ordinator should assist the Police at this location.

Other suitable venues for both the ICP and EAPs include,

- Sports Pavilion, Broadclyst EX5 3JB
- Victory hall, Broadclyst, EX5 3EE
- Red Lion Inn, Church Close, Broadclyst, EX5 3EL
- Broadclyst Church, 9 Church Hill, Pinhoe
- New Inn, Whimple Road, EX5 3BX

7.1 Evacuation Assembly Points⁴

See Annex I for EAP Operating Instructions

The aim of the EAP is to provide a facility for the public to use as a short-term refuge. The EAP will be activated if the Persons Responsible decides that it is necessary to evacuate residents to a place of safety.

Later in an emergency where people are required to leave their homes Devon County Council may set up a Rest Centre to provide temporary shelter. The Rest Centre will have facilities for sleeping, hot food/drinks and information.

The EAPs are:

- Priority One: Broadclyst Primary School, School Lane, Broadclyst, EX5 3JG**
- Priority Two: Cyst Vale Community College, Dog Village, Broadclyst, EX5 3AJ**

For key holder contacts refer to **Section 7 'Key Contacts'**

⁴ In order to avoid issues of liability, the public must not be directed to go to the EAP/Parish Shelter, rather they should be given the option to do so

7.2 EAP Evacuee Registration Form

Found in Annex J

There will be a requirement for volunteers to staff and run the EAP, if there is no volunteer staffing available copies of the 'EAP Evacuee Registration Form' should be placed in clear view for those seeking shelter to sign and hand in.

7.3 Helicopter Landing Sites (HLS)

There have been identified a number of areas that are suitable for use as emergency HLSs for evacuation purposes. The Emergency Services and Military will decide upon the most suitable of these locations dependant upon incident circumstances.

1. Clyst Vale Community College
2. Village Playing Field
3. Primary School Field

8.0 Key Contacts

E.g. Emergency Services, Health Organisations, Parish / Borough / County Councils, Water Company, Gas, Doctors, Highways, Environment Agency, and Schools

| | Service / Name | Telephone Number | Additional Information |
|--------------------|---|---|--|
| Local Contacts | BEPG/CERT | See Section 1.4 | |
| | ICP2/EAP: P2 Broadclyst Primary School | 01392 461288 | Keyholder 1: Rob Thorne 07777 656614 Keyholder 2: Henry Massey 07779 614436 |
| | Victory Hall | 01392 567161 | Keyholder 1: Tina McAllister 07917 525228 Keyholder 2: Ed Derham |
| | Sports Pavilion | 01392 464122 | Keyholder 1: Helen Cutting 07925 181720 Key holder 2: Angie Hurren 07532 286713 |
| | ICP1/EAP: P1 Clyst Vale Community College | 01392 461407 | Keyholder 1: Keyholder 2: |
| | Red Lion Inn | 01392 461271 | Keyholder 1: Richard Jenkins – 09774584343; 01392 461271; 01271 858339; 01769 572733 Keyholder 2: Audrey MacDonald 07592498069; 01392 461568 |
| | Broadclyst Church | 01392 466257 | Keyholder 1: Richard Hammond – 01392 462237; 07974746121 Keyholder 2: John Jones – 01392 464577 |
| | New Inn | 01392 461 312 | Keyholder 1: Barb Troop; 01392 461312 Keyholder 2: |
| | Clerk | 07532 286713 | Sand Deliveries |
| Emergency Services | Police | Emergency: 999 Non Emergency: 101 | Emergencies |
| | Devon and Somerset Fire and Rescue Service | Emergency: 999 Office: 01392 872 200 | Fire/Flood Rescue, Support/Resources |
| | Ambulance Service | Emergency: 999 General: 01392 261621 | Medical Emergency |
| | HM Coastguard | Emergency: 999 Infoline: 0870 600 6505 | Water/Cliff Rescue |

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|-----------------------------------|--|-----------------------------------|-------------------------------|
| Activation and Emergency Planning | East Devon District Council Cust. Serv. EDDC Out of Hours Home Safeguard | 01395 517528 01395 516854 | Emergency Planning Callout |
| | DCC Emergency Planning Service | 01392 382680 Fax: 01392 382709 | |
| | EDDC Emergency Planner | 01395 517528 | Civil Contingency |
| | Devon County Council | 0845 1551020 | General Enquiries |
| | Broadclyst Parish Council | 07532 286713 | General Enquiries |

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|--------------------------|---|---|-------------------------------|
| Flooding and Forecasting | Environment Agency Floodline | 0845 9881188 or Flood Incident Line 0800 80 70 60 | Flooding Events |
| | Environment Agency | 08708 506506 | General Enquiries |
| | Met Office (M/O) | 0870 9000100 | Meteorological Forecasting |
| | M/O Weathercall | 09014 722054 | |
| | EDDC Env. Health Dept. | 01395 517457 | Environmental Health Concerns |
| Utilities | South West Water | 0800 1691144 | Non-domestic water leaks |
| | Western Power Distribution | Office: 0845 6012989 Silent: 0800 365900 | Power cuts |
| | BT | 01525 290647 0800 800150 | Telecommunications |
| | Wales and West | 0800 111 999 | Gas Leaks |
| Healthcare | Royal Devon and Exeter NHS Foundation Trust | 01392 41611 | Medical/Healthcare |
| | Devon Primary Care Trust | 01392 205205 0845 140 5005 | |
| | NHS Direct | 0845 4647 | Advice |
| | Pinhoe and Broadclyst Doctors Surgery | 01392 469668 | Medical/Healthcare |
| | Royal Devon and Exeter Hospital | 01392 411611 | |
| Vehicle Recovery and 4x4 | RAC Breakdown | 0800 828 282 | Vehicle Recovery |
| | AA Roadwatch | 0906 884 322 | 84322 from mobile |

| | | | |
|----------------------------|-----------------------------------|--|---------------------------|
| | AA Breakdown | 0800 88 77 66 0121 275 3746 | Vehicle Recovery |
| | JC Autos Garage and Recovery Ltd. | 01392 499555 | |
| | Devon and Cornwall 4x4 Response | Normally only activated via the Police | 4x4 Response |
| Schools and Colleges | Broadclyst Primary School | 01392 461288 | Educational Facility |
| | Clyst Vale Community College | 01392 461407 | |
| | Echoes Nursery School | 01392 460605 | |
| | Little Ones (Budlake) | 01392 882340 | |
| Local Media Services | BBC Radio Devon 104.3FM | News: 01752 234511 Travel: 0845 3002829 On air: 0845 3011034 Exeter: 01392 215651 | Media, Warning, Informing |
| | Heart Exeter 97.0 and 103.0FM | 01392 444444 | |
| | Parish Council Website | http://www.broadclyst.org | |
| Animal Welfare | RSPCA | 24 hour: 0300 1234999 Office: 0300 1234555 | Animal Welfare |
| | DSFRS Large Animal Rescue | Only to be requested via the on scene Fire Commander | Large Animal Rescue |
| | Beaumont Veterinary Centre | 01392 460300 | Veterinary Surgery |
| Emotional Support Services | Samaritans 24 hours | 0845 790 9090 jo@samaritans.org | Support |
| | Victim Support 8am-8pm | 0845 3030900 0845 676 1020 | |
| | Citizens Advice South West | 01392 425517 | |

| Flood | |
|--|--|
| Sandbags | These facilities are designed to help local residents to take action to protect their properties at Flood Warning status, and are to be used as an addition to residents' own defences |
| Sand | |
| Further supplies of sand will be delivered to the Sports Pavilions | |
| Snow/Ice | |

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|-----------------------|---|
| Salt | Grit bin map can be found in Annex O (Other Maps) |
| CERT Equipment | |
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Please Note: Individuals and families are encouraged to have a store of their own sand, sandbags and Polythene sheets to help protect their properties from flooding. They are also encouraged to attend Community Flood Workshops where valuable advice will be given.

8.1 Community Resources

See Annex H

8.2 Health and Safety

Consideration must be given to the health and safety of all those involved in an emergency – including people that are being helped as well as those people that are helping.

Henry Gent will ensure that the following key considerations for the BEPG are reviewed and implemented,

- **Safety Officers:** The provision of safety officers to remain vigilant and to ensure safe access and egress in an out of any building providing shelter
- **Dangerous Materials:** Lock away anything within the building that may be dangerous such as cleaning fluids, tools etc
- **Spills and Trip Hazards:** Clear up any spills immediately, to prevent falls and place a warning sign at the site of the spill. Ensure that any trip hazards are clearly visible and that trip signs are erected
- **Reporting:** Ask people take responsibility for themselves and the reporting of anything hazardous
- **Activities:** Ensure careful lifting and handling of equipment in line with the HSE⁵
- **Signs:** Erect signage to direct people to facilities e.g. toilets

⁵ See Lifting Operations and Lifting Equipment regulations, 1998 LOLER

- **Registration:** Registration of anyone using a EAP/Parish Shelter including those that are helping
- **Vulnerable people:** Particularly take care of the young, unaccompanied children, vulnerable and frail or disabled, or sensory impaired parishioners. Ensure there is always one than one person overseeing their care
- **Information:** the provision of information will ensure that people become less stressed;
- **Allergies:** Consideration of allergies
- **Smoking:** No smoking on the premises
- **Cleanliness:** Ensure as far as possible that public health issues are considered e.g. cleaning of toilet facilities and food handling
- **Log:** keep a log of events and actions
- **Risk assessments:** Dynamic risk assessments will be carried in all premises and on all equipment used at regular intervals throughout an incident to ensure the safety of everyone involved

8.3 Finances

See Annex M for Supplies and Expenditure Log

During an emergency, Local Authority Financial Services invoke special financial arrangements. Before spending money in response to an emergency, Broadclyst Parish Council must seek authority from its District Council. Where saving life is involved the District Council is unlikely to prohibit spending⁶. However, it is essential throughout the course of the emergency the BEPG and its volunteers keep an accurate record of anything that they spend.

There is no specific emergency fund in the reserves account. The Finance Officer and Chairman will pull emergency monies from general reserves following their authorisation.

⁶ Under the Local Government Act 1972, Section 138, Local Authorities can provide financial assistance to residents who are affected by a disaster, however, claims for compensation following a major emergency may not be payable immediately.

9.0 Recovery

Once the immediate emergency is closed, the BEPG will initial the following procedures,

9.1 Stand Down Procedure

- Confirm with the emergency services that the emergency is closed;
- If the Parish Shelter has been activated, authorise the closing of the Shelter and the return home of evacuees;
- Stand down Shelter staff;
- Arrange for return of any equipment / resources;
- Carry out debrief on incident

The recovery phase is the process of restoring and rebuilding the community in the aftermath of an incident. Depending on the scale of the emergency this could range from a short debrief, to a prolonged period of reconstruction and ongoing support to those affected by the emergency.

After an emergency event Devon County Council, who will engage key community members when and where appropriate, will facilitate the recovery process along with partner organisations.

BEPG will base their recovery actions on guidance from key agencies. In general the following five key aspects will be covered⁷,

- Rebuilding the community
- Managing the financial implications
- Managing resources
- Responding to community welfare needs
- Developing strategic issues

⁷ See www.cabinetoffice.gov.uk/media/132910/recovery.pdf